

NEOGOV: Performance Evaluation Basics (Employee)

When An Evaluation is Ready for Review

1. Access your county email account.
2. Locate the email from donotreply@neogov.com that indicates an evaluation is *Ready for Review*.
3. Open the email and click the link with the title of the evaluation.

[Annual Performance Evaluation for you are ready to begin the review, p](#)

4. You will be taken directly to the log in screen.
5. Your username will be your county email address (ex: bblowfish@co.slo.ca.us)
6. Once you click on **Sign In**, you will be brought directly to your rating form.

Forgot Your Password?

1. Enter your username in the first box.
2. Click the **Forgot your password?** link and follow the instructions.
3. If this does not work, contact your payroll coordinator.

Begin Your Performance Evaluation

1. Once you are in the Performance Evaluation, click the Rate button.
2. On the left-hand side of the screen, click on the name of the goal or competency to begin rating. Next, click on each subsection that's presented.



Rating Goals

1. Your supervisor may have assigned goals for you from last year or from a development plan.
2. Click the first goal section in the left Sections pane.

3. Click **Show descriptions** to familiarize yourself with the rating scale.
4. Once you have chosen a rating for the goal, you can now write a comment.
5. See the Journal Entries section for information on how to keep track of meeting your goals throughout the year. This feature also allows you to import them directly into your goal sections.
6. When you meet with your supervisor to go over your evaluation, you may want to work together to create goals for the next evaluation period.
7. Complete each subsection by clicking **Next** in the upper right-hand corner.

Rating Competencies

1. Click **Show descriptions** to familiarize yourself with the rating scale.
2. Click the **Writing Assistant** tab to view rating guidelines.
3. Click on a rating button to select a rating.

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RATING SCALE * Required

Show descriptions



5 Outstanding

Add to Comment Box


4. Click **Add to Comment Box** to import Writing Assistant comments into your Comments (optional).
5. In the comments box, incorporate specific examples that demonstrate how you achieved the competency. Read the Journal Entries section for an easy way to log examples in NEOGOV throughout the year then import into your evaluation.
6. A Satisfactory rating does not require a comment.
7. Your work will auto-save as you enter comments. If you leave your workstation or work on something else for a few

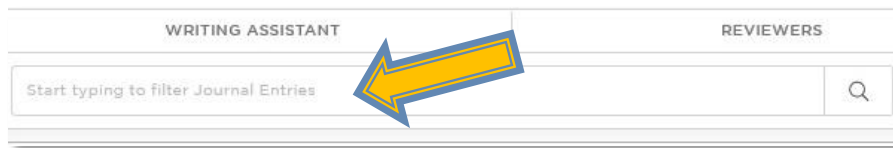
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minutes, log out of NEOGOV and log back in to ensure the system will continue to save your work.

- Click  to check your spelling inside the comment area.
- Complete remaining competencies. You can move to the next competency by clicking  in the upper right-hand corner.
- Mark any competencies that do not apply to you as “N/A.”

Journal Entries

- Throughout the evaluation period, it's good practice to add journal entries to your NEOGOV profile so you can use them in your self-rating and track your progress.
- From your NEOGOV profile, click on the journal button.
- Click inside the **Create an entry** box to  create your journal entry.
- Be sure to use words in your entry that correspond to specific goals and/or competencies so you can find them easily when you complete your self-rating.
- Note: Your supervisor can view your journal entries.
- To incorporate them into your self-rating, once you're in the goal or competency, click on the **Journal Entry** tab in the lower half of the screen.
- Enter search terms based on the competency or goal (if you used them)




The Evaluation Cycle



- As with the Writing Assistant, you can import the journal entry into your comments by clicking 

View/Print Summary and Submit Evaluation

- You will see red triangles  next to Competencies you still need to complete in the Sections pane on the left.
- To print a copy of your evaluation before you submit it, make sure you are in the Summary section in the Sections pane on the left and click this button:



- Make sure you include all of your desired information before you click **Submit**. Once you click submit, the only way you can retrieve and edit your evaluation is to ask your Payroll Coordinator to unlock it.
- Once you're satisfied with your evaluation, click **Submit Evaluation** and **Continue** to submit your evaluation. This will send a notification email to your supervisor.

Questions?

- Access online training and FAQs at http://www.slocounty.ca.gov/hr/NEOGOV_Training.htm.
- If you forget your password or have further questions, contact **your payroll coordinator** or the IT Service Desk.